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Chief, Management Staff 6 March 1959

Chief, Records Management Staff

Report for Week Ending 4 March 1959

1. Contributions

a. Tangible

(1) Completed the Forms Management Survey of the Printing Services Division. Some of the principal accomplishments of this survey are:

(a) Ten "bootleg" forms eliminated, and replaced by official existing forms.

(b) Ten forms eliminated completely.

(c) Five new forms developed and three existing forms revised.

(d) 28 "bootleg" forms converted to official forms after being alanyzed, improved and redesigned.

(e) 24 cu. ft. of records destroyed. In addition, paperwork systems throughout Printing Services Division were generally improved.

(2) Completed six new and 12 revised forms.

(3) 241 cu. ft. of inactive records were transferred to the Records Center by eight Agency offices. 376 cu. ft. of records were destroyed, leaving a balance of 1023 cu. ft. awaiting destruction.

b. Intangible

(1) Made arrangements for on-the-job-training for three potential Area Records Officers.

2. Assignments - Active

a. Forms

(1) Fourteen new and 18 revised forms pending.

(2) Printing Services Division Survey. See 1.a.(1).

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(3) Revision of Travel Order.

(4) Teletype Dissemination Information Reports and Systems.

(5) Revision of Dispatch Form.

(6) Improved Management of Stocked Forms.

(7) Uniform Information Report.

(8) Evaluation of Information Reports.

b. Shelf Filing

(1) Office of Personnel.

(2) Acquisition Branch Library/OCR.

25X1 (3) [redacted] Contact Division.
The Budget Division advised that they will make appropriate arrangements for funds to buy the equipment needed for this project.

c. Filing Systems

(1) Office of Personnel Subject-Numeric Files.
Installation in Employee Relation Branch completed.

(2) OO/FDD Translation Index.

(3) Contract Personnel Division/OP Card Index.

(4) Special Assistant/DD/S, Subject-Numeric/

(5) Graphics Register Film Index. Initial testing of equipment indicates that it is satisfactory.

d. Audit and Revision of Records Control Schedules

(1) OCR

(2) OO/FDD. Audit completed for six staffs and branches; revised schedule being prepared.

e. Special Projects

(1) Development of Training Program for Records Officer, DD/P. Development of additional material continues.

(2) Revision and Reorder of Overnight Storage Boxes. Two manufacturers have indicated their interest in submitting bids.

(3) DD/P Support Records.

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(4) Predecessor Agency Records (OSS, SSU, and CIG). Survey underway to determine value of these records.

f. Vital Materials

25X1 (1) [redacted] Executive Officer/CRI, has brought to our attention his concern about certain finished intelligence materials being included on microfilm in lieu of hard copy. We have brought this matter to the attention of the DD/I Committee on vital records.

5. News

a. Three members of this Staff attended the O&M Luncheon and heard Mr. Julius Cohn, Project Director for Senate Committee on Government Operations, speak on "Structure of Power in the Soviet Union".

[redacted] 25X1

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